

Subject: PPPL Engineering Standards	Effective Date: Feb. 5, 2002	Initiated by: Head, Engineering & Technical Infrastructure
	Supersedes: Revision 1 dated 8/10/98	Approved: Director

Applicability

This procedure applies to Engineering Standards developed by PPPL personnel and to industry or governmental Engineering Standards that are proposed for use on Laboratory experimental projects or technical infrastructure.

Introduction

This procedure describes the method and responsibilities for the development, review, approval, and revision of PPPL Engineering Standards. These guidelines are presented in the following sections:

- A. Creating New Engineering Standards
- B. Revising Engineering Standards
- C. Three Year Engineering Standards Review

Reference Documents

GEN-003, Document Distribution Control
PPPL Engineering On-line Standards Manual

Definitions

Engineering Standard A standard may be a specification, test method, classification definition, or practice that has been approved by the PPPL Engineering Standards Committee and adopted by PPPL. Standards may include guidelines, charts, tolerances, tables and reference photographs. Standards are developed to assure performance, quality, and reliability of equipment and installations at PPPL. These may be in addition to an interpretation of nationally recognized standards, regulations, or requirements.

Procedure**A. Creating New Engineering Standards****Responsibility**

Engineering and
Technical Infrastructure
(E&TI) Department
Head

Action

1. Appoints individuals as members of the Engineering Standards Review Committee (ESRC). Committee members will include individuals from each Division of the Engineering and Technical Infrastructure Department, a QA representative and one other representative from the ES&H and Infrastructure Support Department.
2. Requests individuals from other PPPL Departments and Projects to serve as pro tem resource members of the ESRC, if determined appropriate. This determination is at the discretion of the E&TI Department Head based on the subject of the standard to be reviewed.

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| Initiator | 3. Identifies the need for an Engineering Standard (either developed by the initiator or from outside sources). |
| Initiator | 4. Submits the proposed standard to the E&TI Department Head. If the Department Head refuses the proposed standard (Step 4), the Initiator may resubmit proposal after resolving objections. |
| Engineering and
Technical Infrastructure
Department Head | 5. Accepts the proposed standard and identifies it as a draft standard or informs Initiator of refusal of the proposed standard, citing reasons for the refusal. |
| Engineering and
Technical Infrastructure
Department Head | 6. Assigns the appropriate ESRC member to lead the review of the draft standard. |
| Engineering and
Technical Infrastructure
Department Head | 7. Provides the ESRC Review Leader with a copy of the draft standard. |
| ESRC Review Leader | 8. Reviews the draft standard with the initiator to assure that it meets the intent of PPPL Standards (refer to Definitions). |
| ESRC Review Leader | 9. Provides the draft standard to the ES&H and Infrastructure Support Department Office for distribution. |
| ES&H and
Infrastructure Support
Department Office | 10. Distributes the draft standard for review and comments to members of the ESRC and any others designated by the ESRC Review Leader. |
| ESRC Members | 11. Review the draft standard and provide comments to the initiator.
Note: ESRC members should solicit input and comments from other individuals within their organization, as appropriate. |
| Initiator | 12. Resolves comments with each ESRC Member, requesting ESRC Review Leader assistance, if necessary. Documents all comment resolutions. |
| Initiator | 13. Submits the comment resolutions and draft standard to the ESRC Review Leader for concurrence. |
| ESRC Review Leader | 14. Obtains E&TI Department Head approval of the final standard after resolving any comments. |
| Engineering and
Technical Infrastructure
Department Head | 15. Approves and forwards the final standard to the ES&H and Infrastructure Support Department Office for issuance and distribution. Returns unapproved standards to the initiator for further resolution of issues. |
| ES&H and
Infrastructure Support
Department Office | 16. Distributes the approved Engineering Standard per procedure GEN-003. |
| ES&H and
Infrastructure Support
Department Office | 17. Maintains system for documenting and controlling PPPL Engineering Standards following procedure GEN-003. |

B. Revising Engineering Standards

When it is determined that a change to an Engineering Standard is required, refer to Section A, step 4 and follow the same sequence of responsibilities and actions. The procedure for initiating a revision to an Engineering Standard is the same as the procedure for the development of the original Standard.

C. Three Year Engineering Standards Review

An Engineering Standards review is required every three years from the original date of issue or latest approved change. This review is intended to provide a means of periodic updates to an Engineering Standard that may require changes. The Engineering Standard review by the ESRC or E&TI Department Head may indicate that changes are not necessary at this time. When an Engineering Standard is due for a three-year review, the following outlined sequence of responsibilities and actions are to be followed.

Responsibility

Action

ES&H and
Infrastructure Support
Department Office

1. Reviews approval dates of all Engineering Standards. At three years from date of latest approval, prepares a review request memo and forwards it to the ESRC and the Responsible Line Manager (RLM).

E&TI Department Head

2. Ensures that each Engineering Standard is reviewed every three years.

ESRC and RLM

3. Review Engineering Standards for any required updates and changes.
4. Documents the review and indicates whether any revisions are required or if no revisions are necessary. Indicates updates and changes by marking-up the Engineering Standard during review. If no revisions are necessary, the Standard is extended for three more years from the time of the last approved revision or change, if approved by the Head of E&TI.
5. Sends marked-up copy to Engineering Department Head for processing per Section B.